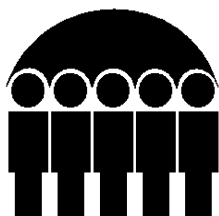


Revised October 15, 2002

Employees' Manual
Title 10
Chapter S Appendix

SUSPENSION AND SATISFACTION OF SUPPORT APPENDIX



Iowa
Department
of
Human Services

	<u>Page</u>
470-3032, Affidavit Regarding Suspension of Support.....	1
470-3033, Request to Suspend Support	3
470-3080, Notice of Decision to Suspend Support Order	5
470-3081, Order Suspending Support.....	7
470-3545, Instructions for Satisfying Delinquent Child Support	9
Satisfaction Balance Calculation Worksheet	11
470-3546, Request and Affidavit to Satisfy Delinquent Child Support	13
470-3547, Notice of Decision to Satisfy Delinquent Child Support	15
470-3548, Order Relating to Satisfaction of Child Support Obligation	17

470-3032, Affidavit Regarding Suspension of Support

Purpose	Use form 470-3032, <i>Affidavit Regarding Suspension of Support</i> , to indicate to the district court that each party jointly requests CSRU services to suspend support and attests that the family living arrangements upon which CSRU accepted the request are true and ongoing.
Source	Enter SUSPD in the PROCESS field on the FORMOSEL screen to generate this form.
Completion	<p>Complete this form after CSRU accepts form 470-3033, <i>Request to Suspend Support</i>, and determines the controlling order. Complete One affidavit for each support order being suspended.</p> <p>ICAR automatically enters some of the data into this form. You must enter the rest of the data. Depending on the option you select, the text of the form varies. (See the sample form.)</p> <p>The obligor, the obligee, and any assignee must sign this form in front of a notary public. The form allows for multiple notaries when necessary. If support is assigned to the state of Iowa, a CSRU representative must sign the optional portion of this form.</p>
Distribution	<p>Send this form to the party that requested suspension services by first-class mail. If the requesting party is unable to obtain the notarized signatures of the other parties, send this form to the other parties for completion.</p> <p>After all necessary signatures are obtained, file this form and form 470-3081, <i>Order Suspending Support</i>, with the clerk of court. Do not file the cover letters in the court file, as they contain address information. Keep a file-stamped copy of this form in the CSRU case file.</p>

Data

ICAR enters the following information:

- ◆ Obligor's name
- ◆ Obligee's name

The worker enters the following information:

- ◆ Date the form was generated, in MM/DD/CCYY format
- ◆ Iowa county of filing or registration
- ◆ Petitioner and respondent information
- ◆ Addressee name and address
- ◆ Worker name, ID number, office address, and telephone number
- ◆ Controlling order information
 - Controlling order number
 - Controlling order state
 - Controlling order county
 - Original order number, if applicable
 - Original order day, month, and year, if applicable
- ◆ Assignee's name and 2nd assignee's name, if applicable
- ◆ Filing day, month, and year of order to be suspended
- ◆ CSC Number
- ◆ Basis for suspension
- ◆ Types of support suspended

470-3033, Request to Suspend Support

Purpose	<p>Use form 470-3033, <i>Request to Suspend Support</i>, to:</p> <ul style="list-style-type: none">◆ Explain the suspension process to the obligor, the obligee, and the assignee, if any◆ Give instructions for completing the form, and◆ Ask for information to which CSRU will apply suspension eligibility criteria.
Source	<p>Enter SUSPD in the PROCESS field on the FORMOSEL screen to generate this form.</p>
Completion	<p>Complete this form when you receive a written or verbal request for suspension of a support order.</p> <p>ICAR automatically enters some of the data into this form. You must enter the rest of the data. Depending on the option you select, the text of the form varies.</p> <p>The obligor, obligee, and any assignee complete the remainder of the form.</p>
Distribution	<p>Send a separate request form to the obligor, obligee and any other assignee by first-class mail.</p> <p>If CSRU is not providing IV-D services, also send form 470-0188, <i>Application for Non-Assistance Support Services</i>, with this form to the party requesting suspension services.</p> <p>Once each party returns a request form, do not file this form in the court file with form 470-3081, <i>Order Suspending Support</i>. Keep each completed request form in the CSRU case file.</p>

Data

ICAR enters the following information:

- ◆ Today's date
- ◆ Case number
- ◆ Worker ID
- ◆ Worker name
- ◆ Office address and telephone number

The worker enters the following information:

- ◆ Whether an NPA application is included.
- ◆ Requestor's name.
- ◆ Name and address of party or attorney receiving the form.
- ◆ Basis for suspension.
- ◆ Option for the obligee/assignee version of the form. This version contains a question asking if the obligee has an interest in satisfying support. The obligor's version should not contain this option.
- ◆ Assignee information.

Edit the form if there are more than six children or more than two assignees.

470-3080, Notice of Decision to Suspend Support Order

Purpose	<p>Use form 470-3080, <i>Notice of Decision to Suspend Support Order</i>, to do one of the following:</p> <ul style="list-style-type: none">◆ Notify the parties that CSRU accepts the request for suspension.◆ Notify the parties that form 470-3033, <i>Request to Suspend Support</i>, or form 470-3032, <i>Affidavit Regarding Suspension of Support</i>, is incomplete or incorrect and must be completed or corrected before CSRU can proceed.◆ Notify the parties that the request for suspension has been denied.◆ Notify the parties that the request for suspension is pending.
Source	<p>Enter SUSPD in the PROCESS field on the FORMOSEL screen to generate this form.</p>
Completion	<p>Complete this form after you receive the properly completed <i>Affidavit Regarding Suspension of Support</i>. Generate this form no later than ten working days after you receive the completed <i>Affidavit Regarding Suspension of Support</i>.</p> <p>ICAR automatically enters some of the data into this form. You must enter the rest of the data. Depending on the option you select, the text of the form varies.</p>
Distribution	<p>Distribute copies of this form by first-class mail to the parties depending on the action taken. If you are returning a form for proper completion, send one copy of this form to the appropriate person and maintain one copy in the CSRU case file.</p> <p>If you are accepting, denying, or pending the suspension request, distribute this form as follows:</p> <ul style="list-style-type: none">◆ One copy for each necessary party, or attorney.◆ One copy for the CSRU case file.◆ One copy for another state's IV-D agency, when necessary. <p>Do not file a copy of this form with the clerk of court.</p>

Data

ICAR enters the following information:

- ◆ Current date in MM/DD/CCYY format
- ◆ Case number
- ◆ Worker ID
- ◆ Worker name
- ◆ CSRU address information and telephone number

The worker enters the following information:

- ◆ Name of the party receiving the form or the name of the attorney receiving the form.
- ◆ Addressee's mailing address.
- ◆ Enter an "X" to indicate whether this *Notice of Decision* is the first or an amended *Notice of Decision to Suspend Support Order*.
- ◆ Docket number, date filed, county, and state of each support order affected by the suspension request.
- ◆ Basis for suspension.
- ◆ Request Accepted: When accepting the request for suspension, enter an "X" in the REQUEST ACCEPTED field and in the appropriate field for each type of support to be suspended.
- ◆ Request Returned: If the *Request to Suspend Support* is incomplete or the *Affidavit Regarding Suspension of Support* lacks a notarized signature, enter an "X" in the REQUEST RETURNED field.
- ◆ Request Denied: When you deny the request, enter an "X" in the REQUEST DENIED field and in all DENIAL REASON fields that apply.
- ◆ If you enter an "X" in the OTHER REASON DENIAL field, state the reason the request is denied in the field provided.
- ◆ Request Pending: To pend the request, enter an "X" in the REQUEST PENDING field.
- ◆ Attorney name and address information.

470-3081, Order Suspending Support

Purpose	Use form 470-3081, <i>Order Suspending Support</i> , when approved by the judge, to suspend a support order.
Source	Enter SUSPD in the PROCESS field on the FORMOSEL screen to generate this form.
Completion	<p>Complete this form after you issue form 470-3080, <i>Notice of Decision to Suspend Support Order</i>.</p> <p>ICAR automatically enters some of the data into this form. You must enter the rest of the data. Depending on the option you select, the text of the form varies.</p>
Distribution	<p>Present this form and form 470-3032, <i>Affidavit Regarding Suspension of Support</i>, to the CSRU attorney to review and present to the district court for signature and filing with the clerk of court.</p> <p>Once the judge signs this form, mail copies to the necessary parties or their attorneys by first-class mail. Maintain a copy of this form in the CSRU case file.</p>
Data	<p>ICAR enters the following fields:</p> <ul style="list-style-type: none">◆ Obligor's name◆ Obligee's name <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ County of filing◆ Docket number◆ Petitioner and Respondent information◆ Assignee information, if applicable◆ Suspension order's entry day, month and year◆ CSRU attorney's name, case number and judicial district◆ Mother's and father's names

- ◆ Date the original support order was filed
- ◆ Children's names and dates of birth
- ◆ Information regarding if support is assigned and to whom
- ◆ Basis of suspension: reconciliation or change of residency
- ◆ Types of support obligations parties consent to suspend
- ◆ Copies sent to: Enter the names of all of the necessary parties or their respective attorneys and their addresses

470-3545, Instructions for Satisfying Delinquent Child Support

Purpose	Use form 470-3545, <i>Instructions for Satisfying Delinquent Child Support</i> , to provide important information about the satisfaction process and the instructions on how to complete form 470-3546, <i>Request and Affidavit to Satisfy Delinquent Child Support</i> .
Source	Generate this form from the FORMVIEW screen.
Completion	<p>Complete this form when an obligee or an assignee that is a party to a suspension of an order requests a satisfaction and when:</p> <ul style="list-style-type: none">◆ A request for suspension was made and accepted,◆ The controlling order has been determined,◆ The form 470-3032, <i>Affidavit Regarding Suspension of Support</i>, was sent to the parties. <p>Note: If a party did not indicate a desire to satisfy in form 470-3033, <i>Request to Suspend Support</i>, but later wants satisfaction services from CSRU, mail the satisfaction forms to the requesting party.</p> <p>You must enter all of the data into this form.</p>
Distribution	<p>Send this form with the <i>Request and Affidavit to Satisfy Delinquent Child Support</i>, and after you have sent the <i>Affidavit Regarding Suspension of Support</i>, if the obligee or an assignee indicated a desire to satisfy support on form 470-3033, <i>Request to Suspend Support</i>.</p> <p>Do not file this form in the court file. Maintain a copy in the CSRU case file.</p>
Data	<p>Worker enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ Name of addressee (either the obligee or assignee)◆ Address information for the addressee (either the obligee or the assignee)◆ ICAR case number◆ Obligor's name

- ◆ Name of person receiving support
- ◆ CSRU address lines
- ◆ CSRU worker name
- ◆ CSRU worker ID
- ◆ CSRU phone number
- ◆ Whether the court order is already suspended or is currently being suspended.
- ◆ The date you calculated the balance available for satisfaction by the obligee and assignee.
- ◆ The name of any assignee that must also sign the *Request and Affidavit to Satisfy Delinquent Child Support*, if on the same case.
- ◆ The portion of the total balance of arrears on the orders being suspended due to the obligee or assignee and is able to be satisfied. (Use the *Satisfaction Balance Calculation Worksheet* to calculate this amount.)
- ◆ The orders being suspended that preliminarily qualify for satisfaction. (Remember not to list any orders that absolutely do not qualify for satisfaction.)

Satisfaction Balance Calculation Worksheet

Purpose	Use the <i>Satisfaction Balance Calculation Worksheet</i> to simplify the process of calculating the satisfiable balance of arrears to be entered on form 470-3545, <i>Instructions for Satisfying Delinquent Child Support</i> .
Source	Generate this spreadsheet from the Excel document that resides on your office's server.
Completion	<p>Complete this form when you need assistance in determining the amount of the satisfiable balance for the satisfaction paperwork.</p> <p>Complete the gray boxes with information from the case for each order being suspended that has a satisfiable balance. Once you enter the information, the Excel program calculates the necessary totals.</p> <p>Complete 1A, 1B, 1C, 1E, and 1G for the first suspended court order. Repeat this process for up to five suspended orders with satisfiable balances. If an obligation amount on the order being suspended changed, you may use one line for each of the obligation amounts calculated.</p> <p>Note: Do not include arrearages that accrued under alimony obligations (CA) unless the basis for suspension is reconciliation. Do not include arrearages that accrued under medical support obligations (MS) or from other orders not being suspended (including RE only orders).</p> <p>The worksheet calculates the "Unpaid Balance Due CP" for each suspended order and then calculates the total "Unpaid Balance Due for CP" which displays at the bottom of the worksheet in box "H."</p> <p>Enter the amount of "H" (the total "Unpaid Balance Due CP" from the suspended orders only) in the <i>Instructions for Satisfying Delinquent Child Support</i> (on FORMVIEW) as the "Portion of Balance Due to Obligees."</p>

Distribution

Because this worksheet is for internal use only, do not distribute it to any party. Maintain a copy of the final completed worksheet in the CSRU case file.

Data

Enter the following information in the Excel worksheet:

- ◆ ICAR case number
- ◆ 1st suspended court order number.
- ◆ 1A - court ordered amount for the 1st suspended court order.
- ◆ 1B - Number of billing periods since the 1st order was entered.
- ◆ 1C – Total RE ordered on this order.
- ◆ 1E - Amount paid toward this 1st court order by the obligor.
- ◆ 1G – Amount of the unpaid Balance of this 1st court order due to the state of Iowa.

Repeat these steps for any additional suspended court orders with a satisfiable balance.

Note: Remember to calculate only the satisfiable balance for the orders being suspended that also preliminarily qualify for satisfaction. (Remember not to list any orders or their balances that absolutely do not qualify for satisfaction.)

470-3546, Request and Affidavit to Satisfy Delinquent Child Support

Purpose	<p>Use form 470-3546, <i>Request and Affidavit to Satisfy Delinquent Child Support</i>, to:</p> <ul style="list-style-type: none">◆ Allow obligees or assignees to request satisfaction of part or all of the debt still owed to them under a suspended Iowa support order.◆ Solicit information needed to process the request for satisfaction.
Source	<p>Generate this form from the FORMVIEW screen.</p>
Completion	<p>Complete this form when an obligee or an assignee that is a party to a suspension of an order requests a satisfaction and when:</p> <ul style="list-style-type: none">◆ A request for suspension was made and accepted,◆ The controlling order has been determined,◆ The form 470-3032, <i>Affidavit Regarding Suspension of Support</i>, was sent to the parties. <p>Note: If a party did not indicate a desire to satisfy in form 470-3033, <i>Request to Suspend Support</i>, but later wants satisfaction services from CSRU, mail the satisfaction forms to the requesting party.</p> <p>You must enter all of this data into this form. Depending on the option you select, the text of the form varies. The obligee or assignee completes the remainder of the form.</p>
Distribution	<p>Send this form with form 470-3545, <i>Instructions for Satisfying Delinquent Child Support</i>, after you have sent the <i>Affidavit Regarding Suspension of Support</i> if the obligee or an assignee indicated a desire to satisfy support on the <i>Request to Suspend Support</i>.</p> <p>File this form with form 470-3548, <i>Order Relating to Satisfaction of Child Support Obligation</i> with the clerk of court. Keep a copy of this form in the CSRU case file.</p>

Data

Enter the following information:

- ◆ Obligee name.
- ◆ ICAR case number.
- ◆ Court order number, Iowa county, date filed, children affected by the order and the obligor in the order for all court orders that may qualify for satisfaction.
- ◆ The date the balance was calculated.
- ◆ Assignee name, if the obligee and the assignee shared the same ICAR case, if applicable.

470-3547, Notice of Decision to Satisfy Delinquent Child Support

Purpose	Use form 470-3547, <i>Notice of Decision to Satisfy Delinquent Child Support</i> , to notify the obligee or assignee on a suspended Iowa support order of CSRU's decision regarding the party's request for satisfaction.
Source	Generate this form from the FORMVIEW screen.
Completion	<p>Complete this form when you have received form 470-3546, <i>Request and Affidavit to Satisfy Delinquent Child Support</i>, completed from the party, but not before you have sent form 470-3080, <i>Notice of Decision to Suspend Support Order</i>.</p> <p>You must enter all of the data into this form. Depending on the option you select, the text of the form varies.</p>
Distribution	<p>Send this form by first-class mail to the party requesting satisfaction services no later than ten working days after you receive a satisfaction request. If you <u>accept</u> the request, also send a copy of this form to the obligor.</p> <p>Maintain a copy of this form and all cover letters in the CSRU case file. File this form with the clerk of court with form 470-3548, <i>Order Relating to Satisfaction of Child Support Obligation</i>, and form 470-3546, <i>Request and Affidavit to Satisfy Delinquent Child Support</i>.</p> <p>Do not file or provide copies of the cover letters to the other parties, as they contain confidential address information.</p>
Data	<p>Enter the following information:</p> <ul style="list-style-type: none">◆ Current date◆ Name of party receiving the form◆ The party's address information◆ ICAR case number

- ◆ A second ICAR case number if an assignee of support has an ICAR case separate from the original obligee who is also satisfying support.
- ◆ Obligor's name
- ◆ Obligee's name
- ◆ Assignee's name
- ◆ Whether you are sending an amended *Notice of Decision*
- ◆ CSRU address information
- ◆ Worker name
- ◆ Worker ID
- ◆ CSRU telephone number

If you accept the request, also enter:

- ◆ Filing dates of court orders
- ◆ Filing county of court orders
- ◆ Court order numbers
- ◆ Balance reserved

If you return the request, also enter the reason why the form was incomplete or was completed incorrectly and the action needed to process an accurate and complete request.

If you deny the request, also enter:

- ◆ Court order numbers, filing dates, and filing county for court orders for which the request was denied
- ◆ The reason the request is denied

470-3548, Order Relating to Satisfaction of Child Support Obligation

Purpose	Use form 470-3548, <i>Order Relating to Satisfaction of Child Support Obligation</i> , when approved by a judge, to satisfy some or all of a support debt owed to an obligee or assignee.
Source	Generate this form from the FORMVIEW screen.
Completion	<p>Complete this form after you have sent form 470-3547, <i>Notice of Decision to Satisfy Delinquent Child Support</i>, to the necessary parties.</p> <p>You must enter all of the data into this form. Depending on the option you select, the text of the form varies.</p>
Distribution	<p>Present this form and the corresponding notarized forms 470-3546, <i>Request and Affidavit to Satisfy Delinquent Child Support</i>, and form 470-3547, <i>Notice of Decision to Satisfy Delinquent Child Support</i>, to the CSRU attorney to present to the district court for signature and filing.</p> <p>File these forms in the county where the suspended support order was entered.</p> <p>When CSRU receives a copy of the signed, file-stamped satisfaction order from the clerk of court, provide a copy to:</p> <ul style="list-style-type: none">◆ The obligee or attorney◆ The obligor or attorney◆ Each assignee or redirection obligee or attorney
Data	<p>Enter the following information:</p> <ul style="list-style-type: none">◆ Name of petitioner (up to six lines)◆ Name of respondent (up to two lines)◆ Court order number◆ Day of the month (ex. 22nd)◆ Month (ex. November)

- ◆ Year (ex. 2000)
- ◆ Name of CSRU attorney
- ◆ Name of obligor
- ◆ Name of obligee and/or assignee
- ◆ If the assignee also signed the *Request and Affidavit to Satisfy Delinquent child Support*
- ◆ Names and dates of birth of children (up to five)
- ◆ Balance that the obligee/assignee reserve
- ◆ Judicial Circuit Number (ex. 5th)
- ◆ Obligor attorney name and address
- ◆ Obligee attorney name and address
- ◆ Assignee attorney name and address



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 1, 1999

GENERAL LETTER NO. 10-S-AP-2

ISSUED BY: Bureau of Collections, Division of Policy Coordination

SUBJECT: Employees' Manual, Title 10, Chapter S, *Suspension and Satisfaction of Support Appendix*, Title page, revised; Contents (page 1), revised; pages 1 through 13, revised; pages 14 through 18, new; and the following forms:

470-3032	<i>Affidavit Regarding Suspension of Support</i> , updated
470-3033	<i>Request to Suspend Support</i> , revised
470-3079	<i>Request to Suspend Support - Cover Letter</i> , updated
470-3080	<i>Notice of Decision to Suspend Support Order</i> , updated
470-3081	<i>Order Suspending Support</i> , revised
470-3544	<i>Notice of Option to Satisfy Delinquent Child Support</i> , new
470-3545	<i>Request to Satisfy Delinquent Child Support - Cover Letter</i> , new
470-3546	<i>Request to Satisfy Delinquent Child Support and Affidavits Attesting Thereto</i> , new
470-3547	<i>Notice of Decision to Satisfy Delinquent Child Support</i> , new
470-3548	<i>Consent Order Satisfying Child Support Obligation</i> , new
470-3549	<i>Notice of Satisfaction of Delinquent Child Support</i> , new

Summary

This letter transmits the forms associated with the distribution process for the satisfaction of delinquent support for suspended Iowa support orders.

Effective Date

Immediately

Material Superseded

Remove the entire Chapter S Appendix from Employees' Manual, Title 10, and destroy it. This includes:

<u>Page</u>	<u>Date</u>
Title page, Contents (page 1)	April 18, 1995
1 through 13	April 18, 1995
470-3032	2/95

470-3033	2/95
470-3079	2/95
470-3080	2/95
470-3081	2/95

Additional Information

Refer questions about this general letter to your regional collections administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 15, 2002

GENERAL LETTER NO. 10-S-AP-3

ISSUED BY: Bureau of Collections,
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter S, ***SUSPENSION AND SATISFACTION OF SUPPORT APPENDIX***, Title page, revised; Contents (page 1), revised; pages 1 through 18 revised; and the following revised forms:

470-3032	<i>Affidavit Regarding Suspension of Support</i>
470-3033	<i>Request to Suspend Support</i>
470-3080	<i>Notice of Decision to Suspend Support Order</i>
470-3081	<i>Order Suspending Support</i>
470-3545	<i>Instructions for Satisfying Delinquent Child Support Satisfaction Balance Calculation Worksheet</i>
470-3546	<i>Request and Affidavit to Satisfy Delinquent Child Support</i>
470-3547	<i>Notice of Decision to Satisfy Delinquent Child Support</i>
470-3548	<i>Order Relating to Satisfaction of Child Support Obligation</i>

Summary

This appendix is revised to reflect policy changes in both the suspension and satisfaction processes, and simplification of information. The policy changes include:

- ◆ Modifications to the request and affidavit procedures.
- ◆ Addition of the determination of controlling order procedures.
- ◆ Notification to the obligee and assignee of the option to satisfy money due them.

Forms 470-3079, *Request to Suspend Support – Cover Letter*; 470-3544, *Notice of Option to Satisfy Delinquent Child Support*; and 470-3549, *Notice of Satisfaction of Delinquent Child Support*, are obsolete and are removed from the manual.

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter S Appendix from Employees' Manual, Title 10, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	June 1, 1999
Contents (page 1)	June 1, 1999
470-3032	02/95
1-18	June 1, 1999
470-3033	02/98
470-3079	02/95
470-3080	02/95
470-3081	05/95
470-3544	03/99
470-3545	03/99
470-3546	03/99
470-3547	03/99
470-3548	03/99
470-3549	03/99

Additional Information

Refer questions about this general letter to your regional collections administrator.